

A claim form for Housing Benefit and Council Tax Benefit



Part 1 About you and your partner

Do you have a partner who normally lives with you?

By *partner* we mean someone of the opposite sex you are married to or live with as if you were married.

No

Yes If you have a partner, you must answer all the questions about them.

You

Your partner

Last name

Other names

Title Mr, Mrs, Ms and so on.

Address

Do not tell us your partner's address if it is the same as yours.

Postcode

Postcode

Date of birth

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>

National Insurance number

You can find this on payslips or letters from social security or the tax office. We cannot decide your claim if we do not have your National Insurance number.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Tell us any other names you have used.

Your daytime phone number

You do not have to tell us this, but it may help us to deal with your claim more quickly.

If you have moved home in the last 12 months, tell us your last address.

Postcode

Postcode

Have you or your partner come to live in England, Northern Ireland, Scotland, Wales, the Republic of Ireland, the Channel Islands or the Isle of Man in the last 2 years?

No

Yes We will write to you about this.

No

Yes We will write to you about this.

Part 3 About other people who live with you

Do any adults normally live with you and your partner?

By *adults* we mean people over 16 who nobody gets Child Benefit for.

No Go to **Part 4**.

Yes Tell us about all the adults, except your partner, who usually live with you. If you want to tell us about more than 3 people, use a separate piece of paper.

If you are sending a separate sheet of paper, tick this box.

Are any of the people who normally live with you married to each other or living together as if they were married?

No

Yes Tell us their names.

is the partner of

And

is the partner of

Now tell us about all the people who normally live with you and your partner.

	First person	Second person	Third person
Last name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Their relationship to you For example, aunt, brother, daughter, father, grandson, grandmother, stepdaughter, joint-tenant, joint-owner or friend.	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do they get Income Support or income-based Jobseeker's Allowance?

No

Yes

No

Yes

No

Yes

Do they get Disability Living Allowance or Attendance Allowance, or are they registered blind?

No

Yes

No

Yes

No

Yes

Are they a full-time student, a student nurse, a care worker, an apprentice or on youth training?

No

Yes

No

Yes

No

Yes

Part 3 About other people who live with you – continued

Do they pay rent to you or your partner?

No

Yes

No

Yes

No

Yes

Are they severely mentally impaired?

No

Yes

No

Yes

No

Yes

Are they in legal custody at the moment?

No

Yes When are they expected to come out?

 / /

No

Yes When are they expected to come out?

 / /

No

Yes When are they expected to come out?

 / /

Are they in hospital at the moment?

No

Yes When did they go in?

 / /

When are they expected to come out?

 / /

No

Yes When did they go in?

 / /

When are they expected to come out?

 / /

No

Yes When did they go in?

 / /

When are they expected to come out?

 / /

Do they normally work for 16 hours or more a week?

No

Yes Tell us their earnings before deductions for things like tax and National Insurance.

 £

We need to see proof of their earnings.

No

Yes Tell us their earnings before deductions for things like tax and National Insurance.

 £

We need to see proof of their earnings.

No

Yes Tell us their earnings before deductions for things like tax and National Insurance.

 £

We need to see proof of their earnings.

Do they have any other income at all?

No

Yes Tell us their other income before deductions for things like tax and National Insurance.

 £

We need to see proof of their income.

No

Yes Tell us their other income before deductions for things like tax and National Insurance.

 £

We need to see proof of their income.

No

Yes Tell us their other income before deductions for things like tax and National Insurance.

 £

We need to see proof of their income.

Part 4 About rent

Do you pay rent for your home?

No Go to **Part 6**.
Yes Answer the next question.

Do you pay rent to the council?

No Answer the questions below.
Yes Go to **Part 6**.

When did you start renting your home?

When did you move to this address?

If you have not moved in yet, tell us when you expect to move in.

What sort of tenancy do you have?

For example, shorthold, tied rent or something like this.

How long is the tenancy for?

 to

Please tick to show if the property is let as:

- furnished
- partly furnished
- minimally furnished
- unfurnished

How much rent do you pay?

£ every (week/fortnight/4 weeks/month)

Does anyone else share the rent with you and your partner?

No
Yes Tell us their names.

Has your rent changed in the last 12 months?

No
Yes Send us proof of the date it changed, and how much it changed.

When is the next rent increase due?

We must see proof of your rent and tenancy before we can decide how much benefit you can get. Read the checklist at Part 15 to see what you can use as proof.

Part 4 About rent – continued

Has your rent been registered as a fair rent by 'a rent officer'?

No
Yes

Do you have any weeks when you do not have to pay rent?

No
Yes How many?

Are you behind with your rent?

No
Yes

Who pays the Council Tax on your home?

- You and your partner
- Your landlord
- Someone else

Tell us who pays the Council Tax.

Do you pay water charges direct to the water authority?

No
Yes

Are you living away from home at the moment?

No
Yes Tell us why you are not living at home.

When did you last live at home?

When do you expect to go back home?

Tell us the address of where you are living at the moment.

Postcode

If your home has been sublet, tell us who lives there now.

Part 4 About rent – continued

Does your rent include money for the following?

Meals

No

Yes How much? £

Which meals are included?

Heating

No

Yes How much? £

Lighting

No

Yes How much? £

Hot water

No

Yes How much? £

Fuel for cooking

No

Yes How much? £

Laundry

No

Yes How much? £

Gardening

No

Yes How much? £

Garage or parking space

No

Yes How much? £

Do you have to rent the garage as part of your tenancy agreement? No Yes

Personal care and support

No

Yes How much? £

Do you pay any service charges separate from your rent?
For example, for cleaning or lighting in shared areas, an alarm system, a warden or lift maintenance.

No

Yes How much? £

What for?

Part 4 About rent – continued

What is your landlord's name and address?

By *landlord* we mean the person or organisation who owns the property you live in.

 Postcode

If your landlord has an agent, tell us their full name and address.

By *agent* we mean the person or organisation you actually pay your rent to.

 Postcode

Are you, your partner or your children related to your landlord or agent, or to your landlord's partner or the agent's partner?

Related includes related through marriage, even if the marriage has ended.

No

Yes What is the relationship?

Part 5 About where you live

What sort of building do you live in?

Detached house	Flat in a house	<input type="checkbox"/>	Caravan, mobile home or houseboat	<input type="checkbox"/>
Semi-detached house	Flat in a block	<input type="checkbox"/>	Board and lodgings	<input type="checkbox"/>
Terraced house	Flat over a shop	<input type="checkbox"/>	Hotel	<input type="checkbox"/>
Maisonette	Bedsit or rooms	<input type="checkbox"/>	Residential nursing home	<input type="checkbox"/>
Bungalow	Hostel	<input type="checkbox"/>	Residential care home	<input type="checkbox"/>
Other				

Is there more than one floor?

No

Yes How many floors are there?

Which floors do you live on?

Do you and your household occupy only part of the building?

No

Yes Where in the building do you live?

At the front

In the middle

At the back

Part 8 About working for an employer

Do you or your partner work for an employer?

No Go to **Part 9**.

Yes Answer the questions on this page. If you work for more than one employer, tell us about all the employers on another piece of paper and send it with this form.

If you are sending a separate sheet of paper, tick this box.

	You	Your partner
What kind of work do you do?	<input type="text"/>	<input type="text"/>
What is your employer's name and address?	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode <input type="text"/>	Postcode <input type="text"/>
When did you start this job?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Are you employed for a limited period?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> When will you finish? <input type="text"/> / <input type="text"/> / <input type="text"/>	Yes <input type="checkbox"/> When will they finish? <input type="text"/> / <input type="text"/> / <input type="text"/>
How often do you get paid?	Every <input type="text"/>	Every <input type="text"/>
How much do you get paid?	£ <input type="text"/>	£ <input type="text"/>
When was your last pay rise?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
How many hours a week do you work?	<input type="text"/>	<input type="text"/>
Are you getting Statutory Sick Pay (SSP) or Statutory Maternity Pay (SMP) from your employer at the moment?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Are you getting any other sick pay or maternity pay from your employer at the moment?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Do you pay into a private or company pension scheme?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> How much? £ <input type="text"/>	Yes <input type="checkbox"/> How much? £ <input type="text"/>
	How often? Every <input type="text"/>	How often? Every <input type="text"/>

We must see proof of any earnings before we can decide how much benefit you can get. Read the checklist at Part 15 to see what you can use as proof. If you get tips or bonuses, tell us about these in Part 14.

Part 9 About any other work

Do you or your partner do any other work at all?

No Go to **Part 10**.

This could be voluntary work or any other work, even if it is not paid work.

Yes Answer the questions on this page.

	You	Your partner
What kind of work do you do?	<input type="text"/>	<input type="text"/>
What is the name and address of the person you do this work for?	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode <input type="text"/>	Postcode <input type="text"/>
When did you start this work?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Do you get paid?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> How much? £ <input type="text"/>	Yes <input type="checkbox"/> How much? £ <input type="text"/>
	How often? Every <input type="text"/>	How often? Every <input type="text"/>

We must see proof of any earnings before we can decide how much benefit you can get. Read the checklist at Part 15 to see what you can use as proof.

Part 10 About benefits and pensions

Are you or your partner getting any benefits or waiting to hear about benefits you have claimed?

Read the list of benefits below and tell us about any you or your partner are getting now or have claimed.

- Attendance Allowance
- Disability Living Allowance
- Disabled Person's Tax Credit
- Guardian's Allowance
- Incapacity Benefit
- Industrial Injuries Disablement Benefit
- Industrial Death Benefit
- Contribution-based Jobseeker's Allowance
- Maternity Allowance
- Retirement Pension
- Severe Disablement Allowance
- War Disablement Benefit, War Pension or War Widow's Pension
- Widow's or Widower's Benefits
- Working Families' Tax Credit
- Statutory Sick Pay or Statutory Maternity Pay

If you are getting or have claimed any benefit that is not listed, tell us about it on a separate page and send it with the form.

- No Go to **Part 11**.
- Yes Tell us about the benefits below.

If you are sending a separate sheet of paper, tick this box.

	You	Your partner
The name of the benefit	<input type="text"/>	<input type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much?	<input type="checkbox"/> How much?
	£ <input type="text"/>	£ <input type="text"/>
	How often?	How often?
	<input type="text"/>	<input type="text"/>
The name of the benefit	<input type="text"/>	<input type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much?	<input type="checkbox"/> How much?
	£ <input type="text"/>	£ <input type="text"/>
	How often?	How often?
	<input type="text"/>	<input type="text"/>
The name of the benefit	<input type="text"/>	<input type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much?	<input type="checkbox"/> How much?
	£ <input type="text"/>	£ <input type="text"/>
	How often?	How often?
	<input type="text"/>	<input type="text"/>

Part 11 About other money coming in

Do you or your partner, or any children you are claiming for, have any money coming in that you have not already told us about on this form?

This includes occupational pensions; maintenance or child support for you, your partner or any of the children you have told us about on this form; and any cash payments. Also tell us about any money you get from people living in your house as boarders, lodgers or subtenants. You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust or the MacFarlane Trust.

- No Go to **Part 12**.
- Yes Answer the questions on this page.

Other money 1

What is the money for?

Who gets it?

How much do they get? £

How often?

Other money 2

What is the money for?

Who gets it?

How much do they get? £

How often?

Other money 3

What is the money for?

Who gets it?

How much do they get? £

How often?

Does anyone owe money to you, your partner, or any children you are claiming for?

No

Yes What for?

How much? £

We must see proof of any money coming in before we can decide how much benefit you can get. Read the checklist at Part 15 to see what you can use as proof.

Do you, your partner, or any children you are claiming for have any capital, savings or investments?

This includes current accounts and savings accounts with a bank or building society, post office accounts, premium bonds or stocks and shares.

- No [] Go to Part 13.
Yes [] Answer all the questions in this part. We must see proof of all the capital, savings and investments. Read the checklist at Part 15 to see what you can use as proof.

Do you or your partner, or any children you are claiming for, have any bank accounts?

- No []
Yes [] Tell us about bank accounts. If there are more than 2 bank accounts, tell us about the others on a separate piece of paper and send it with this form.

If you are sending a separate sheet of paper, tick this box. []

Name of bank, Account number, Whose name is the account in?, How much is in the account? £

Name of bank, Account number, Whose name is the account in?, How much is in the account? £

Do you, your partner, or any children you are claiming for have any building society accounts?

- No []
Yes [] Tell us about building society accounts. If you have more than 2 building society accounts, tell us about the others on a separate piece of paper and send it with this form.

If you are sending a separate sheet of paper, tick this box. []

Name of building society, Account number, Whose name is the account in?, How much is in the account? £

Name of building society, Account number, Whose name is the account in?, How much is in the account? £

Do you, your partner, or any children you are claiming for have any post office accounts? This includes savings accounts and Girobank accounts.

- No []
Yes [] Tell us about post office accounts. If you have more than 2 post office accounts, tell us about the others on a separate piece of paper and send it with this form.

If you are sending a separate sheet of paper, tick this box. []

Type of account, Account number, Whose name is the account in?, How much is in the account? £

Type of account, Account number, Whose name is the account in?, How much is in the account? £

Do you, your partner, or any children you are claiming for have any premium bonds?

- No []
Yes [] Value £

Do you, your partner, or any children you are claiming for have any National Savings Certificates?

- No []
Yes [] Issue number, Value, How many? £

Do you, your partner, or any children you are claiming for have any stocks, shares, bonds or unit trusts?

- No []
Yes [] Company name, How many?

Part 12 About capital, savings and investments – continued

Do you, your partner, or any children you are claiming for have any other capital, savings or investments?

Tell us about any TESSAs or ISAs here.

No

Yes Tell us about this.

Do you, your partner, or any children you are claiming for own or partly own any land or property other than the home you live in?

No

Yes What is the address?

Postcode

Part 13 How you want to be paid

We can pay your Housing Benefit by cheque, straight into your bank or building society account, or straight into your landlord's bank or building society account.

How do you want us to pay your Housing Benefit?

I want to be paid by cheque.

I want my benefit to go straight into my landlord's bank or building society account.

We will contact you about this.

I want my benefit to go straight into my bank or building society account.

Tell us the following details.

Name of bank or building society

Address

Postcode

Whose name is the account in?

Account number

Sort code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Part 14 Anything else you need to tell us

Use this box to tell us anything else you think we should know about. Use a separate sheet and attach it to this form if you need to.

If you are sending a separate sheet of paper, tick this box.

Part 15 Checklist

Please tick to tell us what proof you are sending with this form. We must see **original** documents, not copies.

If you do not provide all the proof we need, we might not be able to pay you any benefit. We need the same proof for your partner, if you have one, and for any other adults living in your home.

If you cannot send the proof we need at the moment, send the form back to us now and send the proof later. We can start to process your claim, **but we will not be able to pay you any benefit until we have all the proof.**

Please do not send valuable items through the post. If you can, bring them into our reception. We will take the details we need and give you the documents back straight away. If you cannot get into the office, phone us for more advice.

Proof of identity

Such as a birth certificate, marriage certificate, passport, National Insurance number card, medical card, driving licence, UK residence permit, EEC identity card or recent gas or electricity bill. We need to see at least 2 of these documents for each person.

Proof of capital, savings and investments

Such as all your bank, building society or post office books, or certificates for premium bonds, National Savings Certificates, ISAs, stocks, shares and unit trusts. We need to see proof of any interest or dividends you get on investments and savings.

Proof of earnings

This means your last 5 payslips if you are paid every week, your last 3 payslips if you are paid every 2 weeks, or your last 2 payslips if you are paid every month. We will contact your employer if you do not have these payslips. If you or your partner are self-employed, we need to see your accounts for the last financial year or, if you have been trading for less than 6 months, a summary of your trading records so far.

Proof of other income

Such as pension slips from a former employer or a letter from the court showing how much maintenance you are getting. We need to see proof of any money people pay you for board and lodgings.

Proof of benefits, allowances or pensions

Such as award notices or letters from social security confirming how much you get. If you do not have proof, let us know straight away. Please do not send order books through the post.

Proof of private rent and tenancy

Such as a rent book, rent receipts, a tenancy agreement or a letter from your landlord.

Proof of other money paid out

Such as letters about student grants or maintenance, agreements or receipts from registered child carers.

Part 16 Backdating

We can usually award benefit from the Monday after the day we receive your claim. Sometimes we can pay benefit from an earlier date if you have a good reason for not claiming earlier. If you want us to consider paying your benefit from an earlier date, tell us when you want benefit from and why you did not claim earlier.

Date you want to claim benefit from

Tell us why you have not claimed before.

Part 17 Declaration

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, they must sign this declaration as well.

Please read this declaration carefully before you sign and date it.

I understand the following:

- If I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- You will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit, or both. You may check some of the information with other sources within the council, rent offices and other councils.
- You may use any information I have provided in connection with this and any other claim for social security benefits that I have made or may make. You may give some information to other government organisations, if the law allows this.

I **know** I must let the council know about any change in my circumstances which might affect my claim.

I **declare** the information I have given on this form is correct and complete.

Signature of person claiming

Date

Partner's signature

Date

If this form has been filled in by someone other than the person claiming:

Please tell us why you are filling in this form for the person claiming.

Name of the person who filled in the form

Signature of the person

Relationship to the person claiming

Date